

## Safety and Security CEO Certification

### Overview

Each transit agency is required to submit a Safety and Security Chief Executive Officer (CEO) Certification. The certification is a letter, approved by the transit agency's chief executive officer (CEO) that certifies and attests to safety and security (if applicable) data submitted in the previous year's reports. The CEO Certification should be submitted by February 28, 2008 certifying the safety and security (if applicable) data for calendar year 2007.

The Safety and Security Chief Executive Officer (CEO) Certification is initiated by the CEO in conjunction with the safety and security contacts. Two reports have been provided to assist in the preparation of the Safety and Security Chief Executive Officer (CEO) Certification:

1. The Non-Major Incident Summary by mode / type of service
2. The Major Incident Summary by mode / type of service.

The CEO accesses the reports via the **Reports** tab in the NTD Internet Report System.

### Suggested Format

The Safety and Security Chief Executive Officer (CEO) Certification is an annual requirement and is submitted by February 28, 2008 certifying the safety and security (if applicable) data for calendar year 2007. FTA provides a suggested format to ensure the certification contains the necessary assurances of data accuracy and uniform reporting requirements. The certification certifies and attests to the accuracy of the previous calendar year's safety and security (if applicable) submitted data.

#### Example 48 — Safety and Security Chief Executive Officer (CEO) Certification — Suggested Format

Should be kept on file  
by Agency. File copy  
should be on Agency  
letterhead.

Ms. Nancy E. Ody  
Contracting Officer's Technical Representative  
Office of Policy Development  
Federal Transit Administration  
National Transit Database  
P. O. Box 457  
Merrifield, VA 22116-0457

Dear Ms. Ody:

I hereby certify the following concerning the safety and security (if applicable) data submitted in the (*name of transit agency, NTD ID*) NTD report for the calendar year ending (*date*):

The submitted data summarized in the following reports have been reviewed and are accurate and truthful.

- a. Non-major Incident Summary by Mode / Service for calendar year 2007
- b. Major Incident Summary by Mode / Service for calendar year 2007.

Signed:

Title:

Date:

*\*italics should be pre-filled in the Reports tab*

